



Indianapolis Metropolitan Police Department

GENERAL ORDER

9.1

EVIDENCE COLLECTION AND ANALYSIS

POLICY

In order to increase the chances of a successful investigation, apprehension, and prosecution, all members of the Indianapolis Metropolitan Police Department (IMPD) are responsible for protecting any incident or crime scene. Evidence technicians will make every effort to properly retrieve and preserve evidence in accordance with established procedures and written directives. The Indianapolis/Marion County Forensics Agency, commonly referred to as "Crime Scene Specialists" are also utilized by this department. It is the policy of IMPD that evidence collection personnel will be available to uniform, traffic, and investigative personnel on a 24-hour basis.

DEFINITIONS

Crime Scene Specialist – An employee of the Indianapolis/Marion County Forensics Services Agency, who is trained in the identification, preservation, processing, and collection of evidence at a crime scene. Crime Scene Specialists operate out of a central agency and are dispatched upon request to a crime scene.

Evidence Technician (ET) – An employee of IMPD who is trained in collecting and processing evidence at a crime scene. ETs are typically assigned to a district.

Digital Forensic Unit (DFU) – The DFU include Digital Forensic Examiners who provide highly specialized investigative support to all divisions of IMPD. The Digital Forensic Examiners can perform forensic examinations of possible digital evidence (e.g., computer, cell phone, tablet, etc.).

PROCEDURE

I. Crime Scene Specialists Responsibilities

- A. Crime Scene Specialists are responsible for the identification, preservation, processing, and collection of evidence, including photographs and video tapes, involving crimes against persons, including but not limited to:
 1. Homicides;
 2. Criminal Death Investigations;
 3. Industrial accidents resulting in death or serious bodily injury;
 4. Police action shootings;
 5. Sexual assaults;
 6. All assaults involving serious bodily injury or when death appears imminent;
 7. Fire scenes involving suspected homicide, suspicious death, or serious injury;
 8. Death investigations where a suspect dies in police custody/arrest/transportation/MCSO jail;
 9. Missing person cases where there appears to be foul play;
 10. Bank robbery;
 11. Robbery with serious bodily injury (Business/Residence);
 12. Kidnapping;
 13. Child abuse/molestation; and
 14. Domestic violence with serious bodily injury (e.g., strangulation with loss of consciousness, defecation, ect.).



B. Crime Scene Specialists are available for information and advice on all areas mentioned in this directive.

II. Evidence Technician Responsibilities

- A. An ET is responsible for collecting and processing evidence (e.g., photographs, fingerprints, etc.), including but not limited to, the following incidents:
1. Robberies – All types (including those with injury);
 2. Burglaries – Residence and Business;
 3. Larcenies;
 4. Stolen vehicle recoveries;
 5. All assaults involving injury (unless death appears imminent);
 6. Child abuse cases where evidence and/or photographs are required;
 7. Forfeiture cases;
 8. Recovered property;
 9. Accident investigations;
 10. Extensive vandalism;
 11. Death investigations;
 12. Natural deaths;
 13. Bank robbery; and
 14. Domestic violence.
- B. ETs must attempt to recover evidence, including latent prints, on all stolen vehicle recoveries. This includes latent prints from the outside of the vehicle.
- C. When a district has no available ET and assistance is required at the scene of an incident, Communications may dispatch an ET from an adjacent district, upon the approval of the district supervisor.
- D. The investigating detective may contact Communications and request a Crime Scene Specialist be dispatched to the scene if it is determined an ET is not trained to perform the required tasks or more extensive evidence recovery is needed.

III. Arson Investigator Responsibilities

- A. Arson Investigators are responsible for collecting and processing evidence at the following fire scenes:
1. Known or suspected arson;
 2. Unknown cause;
 3. Multiple alarms;
 4. Serious bodily injury;
 5. Fatality or possible fatality where arson is not suspected.
- B. Arson Investigators will be responsible for transporting any evidence to the Property Section.



IV. Latent Print Procedures

- A. An ET must completely fill out all latent print cards (IMPD form # 4-3-10-R2) when latent prints are recovered from a crime scene. This includes signing and putting their identification number on the "Recovered By" line located on the back side of the latent print cards.
- B. Prior to the end of their tour of duty, the ET will transport the latent print cards to the Latent Print Repository, located in the Property Section at the City County Building. The ET will enter the case information into the Latent Print Runlog Program creating an electronic chain of custody indicating latent print evidence has been submitted.
- C. The ET will then write the latent print run number (assigned by the program) on each of the latent print cards pertaining to that specific case number. All latent print cards from a specific case number will be submitted under the same latent run number.
- D. The ET will then sign and put their identification number on the "Deposited By" line on the back of each latent print card. The latent print cards will then be placed into the secure latent print drop box.
- E. The above guidelines are to ensure a complete chain of custody.
- F. If an ET takes digital images of latent prints prior to attempting to lift them, a photo scale card must be used in order for the Latent Print Unit to be able to resize the image correctly during image management. The following information must be placed on the photo scale card and captured in the digital image along with the latent print: case number, date, officer's ID number, and the item the latent print is on. The ET must also check the "Photo of Latent Prints" box in the Latent Print Runlog Program during case information entry.
- G. The Crime Scene Specialists from the Indianapolis/Marion County Forensic Services Agency and other investigative units will follow the same latent print card procedures when making entries into the Latent Print Runlog Program.

V. Photographic Evidence Procedures

- A. Any officers who have recorded or collected digital evidentiary files (e.g. photographs, video/audio recordings) shall upload all of the files into the digital asset management system, DigitalTraQ, before marking in-service from the incident, if feasible, or by the end of shift. Depending on the nature of the investigation, officers will select the appropriate access restrictions.
- B. Once the upload is complete, the officer shall delete all uploaded files from the source prior to ejecting it from the computer (e.g., media card, smart phone, flash drive, etc.). If using a department-issued media card or camera, the device may only contain files from one incident at a time, if feasible.
- C. If DigitalTraQ is not functioning or a system error lasting longer than two (2) hours occurs, officers shall send an email to the photographic unit coordinator with information regarding the system failure.

NOTE

Officers will NOT upload digital assets that are stored on devices that fall under Section VI., *Procedures for Devices Containing Digital Evidence*.



VI. Procedures for Devices Containing Digital Evidence

If an officer or detective makes a child exploitation, child solicitation, or suspect child pornography report (this includes “sexting” between juvenile parties) and has a device containing digital evidence, the incident report will be made “Attention to DFU” and the property will be listed in the “property section” of the report. All officers and detectives must follow the procedure below for the analysis of any device (e.g., computer, cell phone, USB, etc.) possibly containing digital evidence.

- A. The device must be transported to the IMPD Property Section and submitted as evidence under the appropriate IMPD case number.
- B. Detectives who have digital evidence belonging to a victim/witness and circumstances necessitate an immediate examination should contact the Digital Forensics Unit (DFU) supervisor at (317) 327-5227 during normal business hours to arrange an appointment. For after-hours assistance page the on-call DFU representative.
- C. Multiple devices may be packaged together as long as each item is listed and has its own FileonQ number on the outside of the box/envelope. This ensures proper packaging and processing by the Property Section technicians.
- D. The examination request, original case report, and authority for the search must be emailed to the IMPD DFU at IMPD-DigitalForensicUnit@indy.gov.
- E. After the forms are received and processed, the device(s) will be logged out by a member of the DFU. The examination will be conducted and upon completion the devices will be returned to the IMPD Property Section.
- F. **If exigent circumstances exist** (e.g., homicide, active missing person incident, etc.) the detective will contact the DFU supervisor at (317) 327-5227 to arrange for an immediate examination. For after-hours assistance the detective will have the on-call DFU representative paged. The detective will then log the device into the IMPD Property Section, immediately log it back out, and transport it to DFU for a forensic examination.
- G. Completed forensic reports will be sent to the requesting person via inter-department mail.
- H. If questions arise pertaining to the forensic report, detectives may contact the assigned forensic examiner by email. Detectives may call (317) 327-5227 to arrange an appointment.

VII. ATF Firearms Liaison

- A. ATF Firearms Liaisons are responsible for preserving, documenting, and collecting evidence for specific firearm investigations.
- B. When a district officer is dispatched or responds to an incident involving a firearm, the officer should take the following steps:
 - 1. Request an ATF Firearm Liaison through Communications. The liaison can assist with the investigation by helping assess and triage the situation, as well as enhance the management of the incident scene involving firearms and related evidence.
 - 2. If a district Firearm Liaison is not available, Communications will request a Firearm Liaison from an adjacent district to respond to the scene.



3. If no Firearm Liaison is available, a district ET will be dispatched to recover the firearm. If a district ET is not available, an ET from an adjacent district will be dispatched to the scene.
- C. If an ATF Firearm Liaison determines that no other investigative unit will be handling the investigation, the Firearm Liaison will handle the initial investigations on the following incidents:
 1. Abandoned firearm cases;
 2. Misdemeanor firearm cases;
 3. Felony possession cases; and
 4. Serious violent felon-in-possession cases.
- D. An ATF Firearm Liaison will take appropriate actions while processing the scene of a firearms investigations in accordance to their SOP.